

ASSIGNMENT 6

Textbook Assignment: "Maintenance of Leave and Earnings Statements and Personal Financial Records," chapter 6, and "Payments," chapter 7, pages 7-1 through 7-14.

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| <p>6-1. DFAS - Cleveland Center prepares LESS at which of the following times?</p> <ol style="list-style-type: none">1. Once every 2 months2. Once a month3. After an MMPA is closed on separation4. Both 2 and 3 above <p>6-2. DFRS - Cleveland Center is the only activity authorized to produce and distribute LESS to Navy members.</p> <ol style="list-style-type: none">1. True2. False <p>6-3. Before LESSs are mailed, DFAS - Cleveland Center presorts the LESS in what two major groups?</p> <ol style="list-style-type: none">1. DSSN and UIC2. UIC and pay group3. DSSN and pay group4. Member and disbursing officer payroll copies <p>6-4. When LESSs are printed locally, the disbursing officer's copies are sorted in what order?</p> <ol style="list-style-type: none">1. Pay clerk code in alphabetical order only2. Pay group in alphabetical order only3. Pay clerk code and pay group in alphabetical order <p>6-5. The UIC of the activity that maintains a member's LES appears on what line of the LES?</p> <ol style="list-style-type: none">1. ID2. SVC3. BAL4. TAX | <p>6-6. The information shown in the Paygrade block of the LES for a Chief Yeoman is shown in what format?</p> <ol style="list-style-type: none">1. YNC2. E-73. E74. 7 <p>6-7. The BEG LV BAL block of the LES represents a member's leave balance on all EXCEPT which of the following periods of time?</p> <ol style="list-style-type: none">1. Beginning of the fiscal year2. Beginning of the calendar year3. Day after the member was paid LSL4. Day active duty began <p>6-8. What is the maximum number of days entered in the PAID LV block of the LES?</p> <ol style="list-style-type: none">1. 30 days2. 45 days3. 60 days4. 90 days <p>6-9. If the period to be credited is before the period covered by the LES, what type of entry is posted in the Earnings section of the LES?</p> <ol style="list-style-type: none">1. Retro2. Previous3. Back pay4. Late <p>6-10. Monthly liquidation amount of advance pay is posted in what section of the LES?</p> <ol style="list-style-type: none">1. Entitlements2. Remarks3. Deductions4. Personnel and pay information |
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6-11. The Pay Computations section of the LES contains all EXCEPT which of the following entries?

1. Pay forecast
2. Net pay
3. Total deductions
4. Years of creditable service

6-12. The Personnel and Pay Information section of the LES contains which of the following line information?

1. TAX
2. BAL
3. SVC
4. All of the above

6-13. If the member's net pay is sent directly to a financial institution, what code is entered in the Pay Del Method block of the LES?

1. BNK
2. DDS
3. PDQ
4. LOC

6-14. A member's duty station is identified on the LES by what information?

1. Unit identification code
2. Disbursing officer symbol number
3. Distribution list symbol
4. Abbreviation of the activity name

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| <ol style="list-style-type: none">1. EXEM2. FEDERAL TAX WAGE THIS PERIOD3. FEDERAL TAX WAGE YEAR TO DATE4. SC |
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Figure 6-A

IN ANSWERING QUESTIONS 6-15 THROUGH 6-18, REFER TO FIGURE 6-A. IDENTIFY THE LES BLOCK THAT CONTAINS THE INFORMATION USED AS THE QUESTION.

6-15. Total taxable income through the end of the current month.

6-16. Marital status and number of exemptions.

6-17. Two-digit state code.

6-18. Total taxable income for the current month.

6-19. A pay entry base date of November 6, 1975, is entered on the LES in what format?

1. 06NOV75
2. 75NOV06
3. 751106
4. 061175

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| <ol style="list-style-type: none">1. Entitlements columns2. Deductions columns3. Payments columns4. Notation of amount due block |
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Figure 6-B

IN ANSWERING QUESTIONS 6-20 THROUGH 6-23, REFER TO FIGURE 6-B. DETERMINE WHICH COLUMN OR BLOCK OF THE FIELD USE ONLY SECTION OF THE LES TO ANNOTATE FOR EACH EVENT USED AS THE QUESTION.

6-20. An increase in federal income tax withholding.

6-21. Start an open entitlement to CSP.

6-22. New forecast of amount due.

6-23. Special payment made to a member.

6-24. How often are you required to reconcile LESs?

1. Monthly
2. Upon a member's detachment
3. Upon reporting of a new member
4. Each of the above

- 6-25. Monthly reconciliation of the LES consists of all EXCEPT which of the following tasks?
1. Comparing new LESSs with those in the payroll file
 2. Segregating new LESSs not matching with the payroll file
 3. Comparing the segregated new LESS with those in the suspense file
 4. Forwarding the LESSs of transferred members to their respective new duty stations
- 6-26. When are you required to initiate follow-up action on a payment that has not been posted to the MMPA?
1. After receipt of the first LES after date of payment
 2. After receipt of the second LES after date of payment
 3. 30 days after the date of payment
 4. 60 days after the date of the payment
- 6-27. When manual payrolls are processed, accumulated odd cents on the LES are paid when it totals what amount?
1. \$6
 2. \$10
 3. \$5
 4. \$4
- 6-28. Which of the following information is NOT considered a BUPERS data element on the LES?
1. Name
 2. PEBD
 3. Marital status
 4. EAOS
- 6-29. After the monthly reconciliation of LESS, what is the disposition of the old LES?
1. Filed on the left side of the PFR
 2. Filed on the right side of the PFR
 3. Filed in the suspense file
 4. Destroyed
- 6-30. What remark is contained in the Remarks section of the LES for members who are en route to their new duty station?
1. PCS en Route
 2. Previous Loss
 3. Expected Gain
 4. Prospective Gain
- 6-31. Problem accounts are the direct result of which of the following actions?
1. Duplicate payments
 2. Missing entitlements and deductions
 3. Reporting of erroneous pay data
 4. Each of the above
- 6-32. You received an out-of-balance LES of a newly reported member and discovered that the effective date of a missing entitlement is greater than 12 months. You should take which of the following actions?
1. Send a corrected document
 2. Request DFAS - Cleveland Center to conduct an audit of the member's MMPA
 3. Request the previous disbursing officer to take corrective action
 4. Send a message to DFAS - Cleveland Center
- 6-33. What rule is followed when out-of-balance resolution messages are sent to DFAS - Cleveland Center?
1. One letter or message per member account
 2. One letter or message for each pay group
 3. One letter or message for all out-of-balance accounts
- 6-34. The chronic overpaid listing report includes accounts in an overpaid status in the amount of \$1,000 or more for what minimum period of time?
1. 1 month
 2. 6 months
 3. 3 months
 4. 9 months

- 6-35. Of the following overpaid pay accounts, which-one should you give the highest priority in taking corrective action?
1. The account that has the greatest number of months overpaid
 2. The account overpaid \$5,000 or more
 3. The account within 3 months of EAOS or separation
- 6-36. MMPA Access can be used to perform which of the following functions?
1. Request missing LESS
 2. Transmit pay data
 3. Access DFAS - Cleveland Center mainframe applications
 4. Each of the above
- 6-37. A NAVCOMPT Form 2268 is prepared with how many copies?
1. Original only
 2. Duplicate only
 3. Triplicate only
 4. Quadruplicate
- 6-38. What information should be entered on the lower left corner of the DFAS - Cleveland Center Address section of the NAVCOMPT Form 2268?
1. Member's last name only
 2. Member's last name and initials
 3. First three digits of member's SSN
 4. Last three digits of member's SSN
- 6-39. LESS filed in a member's PFR are retained for what length of time?
1. The entire enlistment or tour of duty
 2. The current month only
 3. 6 months
 4. 12 months
- 6-40. Documents to be filed in a member's PFR may include which of the following documents?
1. Correspondence pertaining to unresolved pay problem
 2. Nonresident alien certificate
 3. IRS Form W-4
 4. Each of the above
- 6-41. To provide proper security for PFRs, how must PFRs be secured after working hours or when they are not in use?
1. Placed in a file cabinet
 2. Be under lock and key
 3. Maintained by the disbursing officer
 4. Filed in a safe
- 6-42. A member's PFR is placed in the suspense file under which of the following circumstances?
1. A current LES was not received
 2. Pay actions reported to DFAS - Cleveland Center are not reflected on the current LES
 3. Forecasted pay has been adjusted by the disbursing officer
 4. The member is in a UA status
- 6-43. The disbursing officer is not authorized to delegate the custody and maintenance of PRA personnel's PFRs.
1. True
 2. False
- 6-44. What form is used to open a temporary pay account for a member reporting aboard without a PFR?
1. NAVCOMPT Form 3060
 2. NAVCOMPT Form 307114
 3. NAVCOMPT Form 3071B
 4. DD Form 1351

6-45. A member who reported without a PFR and is scheduled to be paid regular pay on the basis of a temporary pay account may be paid not more than what amount?

1. A single month's basic pay without cumulative years of service
2. One-half of the constructive monthly net pay
3. Constructive regular pay computed on the basis of whatever information the member is able to furnish in the form of a sworn statement
4. One-half of the member's monthly basic pay without cumulative years of service

6-46. Except for recording transient payments, disbursing officers afloat are not required to prepare and maintain pay records index cards.

1. True
2. False

6-47. Which of the following data are required to be entered on the pay record index card prepared to record a transient payment?

1. Member's name and SSN
2. Old and new duty stations
3. Date and amount paid
4. All of the above

6-48. What official determines the schedule for regular paydays?

1. Supply officer
2. Executive officer
3. Commanding officer
4. Disbursing officer

6-49. Military payrolls payable on 1 October may be dated in September if authorized by what official?

1. Secretary of the Navy
2. Director, DFAS - Cleveland Center
3. Chief of Naval Operations
4. Secretary of Defense

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| <ol style="list-style-type: none">1. Payment category 12. Payment category 23. Payment category 34. Payment category 4 |
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Figure 6-C

IN ANSWERING QUESTIONS 6-50 THROUGH 6-53, REFER TO FIGURE 6-C. DETERMINE THE APPROPRIATE PAYMENT CATEGORY THAT MATCHES THE TYPE OF PAYMENT USED AS THE QUESTION.

6-50. Payment made on the midmonth regular payday of the second month following the month the pay data was transmitted.

6-51. Payment made only after certification of entitlement by appropriate headquarters.

6-52. Payment for changes made on the first regular payday after transmittal of pay data.

6-53. Supplemental payment is made only after change reflects on the LES except when authorized by payment categories 5 and 6.

6-54. Each series of military payroll numbers is limited to how many alphanumeric positions?

1. Eight
2. Seven
3. Six
4. Five

1.	BN
2.	FN
3.	XN
4.	ZN

Figure 6-D

IN ANSWERING QUESTIONS 6-55

THROUGH 6-58, REFER TO FIGURE 6-D.

DETERMINE WHAT ALPHA CHARACTERS TO PREFIX A SPECIAL PAYROLL WHEN MAKING THE PAYMENT USED AS THE QUESTION.

6-55. Temporary lodging allowance.

6-56. Advanced SRB.

6-57. Initial SRB.

6-58. Advance pay on PCS.

6-59. If a member is to be paid two or more times on the same payroll, which of the following restrictions apply?

1. Two or more payments in the same payroll may be paid by check payment only
2. Separate entries on the Military Payroll Money List are required for each payment
3. Each payment must be for a different amount
4. Both 2 or 3 above apply without regard to the method of payment used

6-60. When a current LES is not available, how should you determine the amount due a member for the next regular payday?

1. Limit the payment to one-half of the member's current base pay
2. Compute the daily norm and always multiply by 15
3. Compute the daily norm and multiply by the number of days that elapsed since the date of last payment
4. Pay the same amount last paid the member

6-61. The display copy of the money list contains which of the following information?

1. Names and amounts only
2. SSNs and amounts only
3. Names, SSNs, and amounts only
4. Names, SSNs, amounts, and check numbers

6-62. To avoid making payments based on fraudulent or forged signatures, the disbursing officer or paying agent should observe which of the following guidelines before making payments?

1. Require a signature in advance of payment
2. Do not pay members with only temporary identification cards
3. Require positive identification
4. Require a minimum of two identification cards with pictures

6-63. Regular payments information are entered locally on which section of the LES?

1. Remarks
2. Field Use Only
3. Personnel and Pay Information
4. Pay Computations

6-64. The procedures in preparing for a regular payday when all members are paid by check differ from a cash payday in which of the following methods?

1. The money list is not required to be displayed before payday
2. The money list entries are verified before payment is made
3. Payment may be for the total amount due (dollars and cents)
4. Each of the above

- 6-65. Although erasures, alterations, and overprinting are not normally permitted on Treasury checks, the disbursing officer may write or type the correct data on an imperfect check if careful inspection reveals that the imperfection is not the result of an attempt to defraud.
1. True
 2. False
- 6-66. Which of the following procedures applies in the preparation of Treasury checks?
1. Checks must be issued in strict numerical sequence
 2. No spaces on the printed check form are left unfilled in a manner that would permit alteration or addition
 3. Completed checks must be legible for accurate reading during rapid handling
 4. Each of the above
- 6-67. The payee's full given name should be shown on a Treasury check in which of the following instances?
1. On payday checks only
 2. With a particularly long surname
 3. With an often-used surname
 4. At all times
- 6-68. The disbursing officer's signature on the check may be affixed by using what methods?
1. By signature plate only
 2. By hand only
 3. By hand or signature plate
 4. By facsimile rubber stamp
- 6-69. The verification procedures of regular payrolls, paid by manually prepared checks include a read-back performed by a minimum of how many members of the disbursing office staff?
1. One member
 2. Two members
 3. Three members
 4. Four members
- 6-70. The disbursing officer may distribute paychecks by using which of the following methods?
1. By mail to the member
 2. To a third party
 3. By hand to the member
 4. Each of the above
- 6-71. Which of the following information must be included on the record of check issues?
1. Date of issue and serial number of the check
 2. Name of payee
 3. Amount of check
 4. Each of the above
- 6-72. When a check is erroneously prepared and another check must be issued in its place, the original check should be marked with which of the following information?
1. SPOILED - NOT NEGOTIABLE; REPLACEMENT ISSUED UNDER CONTROL NUMBER _____
 2. DAMAGED
 3. VOID - NOT NEGOTIABLE; NO CHECK ISSUED UNDER THIS NUMBER
 4. CANCELED
- 6-73. What is the final disposition of voided checks?
1. Included in the checking account returns
 2. Retained for 1 month, then destroyed
 3. Forwarded directly to the U.S. Treasury
 4. Retained for 1 year, then destroyed

6-74. Undelivered checks are canceled when delivery cannot be made after what period of time?

1. 30 days after the date of issue
2. 30 days after the month of issue
3. 60 days after the date of issue
4. 60 days after the month of issue

6-75. The cancellation of a lost check is reported on what form?

1. Standard Form 1080
2. Standard Form 1184
3. NAVCOMPT Form 2277
4. NAVCOMPT Form 3060